

## SPECIAL PERMITS FOR RETAIL LIQUOR LICENSES

This information sheet describes the special activity permits which can be issued with the different types of retail liquor licenses. Do not allow any of these activities on the licensed premises without having the appropriate special activity permit. The back page describes how to obtain special permits.

PERMIT TYPE	ISSUED TO	DESCRIPTION / ACTIVITY	FEE
Sunday Sales	On-Premise: Class C, Club, B-Hotel  Off-Premise: SDD  Resorts: Class C, B-Hotel, and SDD	Allows Sunday sales of liquor between the hours of 12 noon and 12 midnight. Subject to these restrictions: ! Sunday sales must be legal in the local unit of government ! Gross liquor sales must be less than 50% of the gross sales of the entire business, including beer and wine	Annual fee equal to 15% of the major licensing fee due at issuance and every renewal
Living Quarters	On-Premise: Class C, Tavern  Off-Premise: SDD, SDM  Resorts: Class C, Tavern, SDD, SDM	Allows living quarters to be directly connected to the licensed premises	\$70 Inspection Fee
Direct Connection Authorization	All types of retail licenses	Required to connect the licensed business with any unlicensed area not under the direct control of the licensee.	\$70 Inspection Fee
After Hours Food	All On-Premise licenses including resorts	Allows the business to stay open for the sale of food between 2:30 a.m. and 7 a.m. Monday through Saturday or between 2:30 a.m. and noon on Sunday. The business must operate a full service kitchen. The licensee must specify the hours requested. Sales or consumption of any alcoholic beverages are not allowed during these hours.  Approval of local law enforcement is required.	\$70 Inspection Fee
Dance	All On-Premise licenses including Resorts	Allows dancing by patrons. The dance floor must be at least 100 feet square, well defined, clearly marked, and un-obstructed when customer dancing is permitted. Approval of local police and legislative body is required in all other areas.	\$70 Inspection Fee



Additional Bar	Class C, B-Hotel, Class C Resort, B-Hotel Resort	<p>Required for each bar over one on the licensed premise at which customers may purchase alcoholic beverages.</p> <p>Local law enforcement investigation and approval is also required.</p> <p>NOTE: Additional Bar Permits are not required for A-Hotels, Clubs and Taverns.</p>	\$70 Inspection fee; \$350 for each additional bar permit; plus 15% of additional bar permit fees if Sunday Sales permit is also held.
Bowling	Bowling alleys with any On-Premise License	<p>Allows bowling on the licensed premise before or after the legal hours. The licensee must specify the hours of operation. Alcoholic beverages may not be sold or consumed during these hours.</p> <p>Local law enforcement investigation and approval is also required.</p>	\$70 Inspection fee
Concourse	Bowling alleys with any On-Premise License	<p>Allows the consumption of alcoholic beverages in the concourse area or other area approved by the Commission in a licensed bowling establishment with a regular or resort On-Premise License. Sales and consumption are only allowed during the legal hours of operation.</p> <p>Local law enforcement investigation and approval is also required.</p>	\$70 Inspection fee
Outdoor Service	All On-Premise Licensees including Resorts	<p>Allows the sale and consumption of alcoholic beverages in a well-defined and marked area adjacent to the licensed premises.</p> <p>Local law enforcement investigation and approval is also required.</p>	\$70 Inspection fee
Ski	All On-Premise licensees including Resorts	Allows the licensed premise to be occupied for the registration of skiers before or after the legal hours. Alcoholic beverages may not be sold or consumed on the premises during the period of the permit.	\$70 Inspection fee
Miscellaneous	Specific purpose permits may be issued for other types of unique circumstances (i.e. tennis or racquetball) which require the premises to be occupied at other than the legal hour. These requests are considered on an individual basis.		\$70 Inspection fee

## OBTAINING SPECIAL ACTIVITY PERMITS

Special activity permits may be obtained at any time by the existing licensees or at the time of transfer of ownership or location of an existing license or at the time of application for a new license. The request should be part of the application. **Failure to request the special activity permit before investigation can significantly delay the time needed to obtain the license and special activity permit.**

### DESCRIPTION OF THE PROCESS

#### Existing Licensee

Send a letter to the Commission requesting the specific permit desired. Describe the reason for the request. Always include the licensee name, licensed address, and licensee number. Pay investigation fee of \$70 for **all** special activity permits (not each) requested. There is no investigation fee for the Sunday Sales Permit but completion of a special form is required.

#### Applicant for New License or Transfer of Ownership or Location

When completing the LC1135 (Request for Forms) be sure to include information on the special activity permits that will be needed by the new owner or at the new location. Pay \$70 investigation fee for **each** type of license. There is no investigation fee for permits if requested at the time of original application.

#### MLCC Licensing & Enforcement Staff

Review the letter or LC-1135 to determine if the information provided is sufficient to determine the type of special activity permit desired. Contact the licensee or applicant for additional information, if needed. Forward the request for the permit (except Sunday Sales) to the appropriate enforcement district office.

#### MLCC Enforcement Investigator

For all but Sunday Sales Permits, investigate the established location to determine if the requirements are met for the type of special activity permit requested. Give forms for local approvals to appropriate law enforcement office. If the permit requested is for a Dance or Entertainment permit outside the City of Detroit, also give the appropriate form to the clerk of the local legislative body.

#### Local Police and Legislative Body

Review special activity permit request to determine compliance with local ordinances.  
*Police Recommendation* - Sign and submit appropriate forms provided by the MLCC investigator.  
*Legislative Body Recommendation* - Submit signed resolution on form provided by the Commission

#### MLCC Licensing Staff

Receive Investigation Report and any required forms from the local police and local legislative body. Forward the request for special activity permit to the Commission for consideration at a regularly scheduled meeting. If legal in the local governmental unit, requests for Sunday Sales Permit are submitted directly to the Commission since an invitation and local approval are not required. Special activity permit requests for transfers of ownership or location or for transfers of ownership or location or for new licences are generally submitted at the same time as the license application.

Issue Permits following Commission approval.

#### Liquor Control Commission

Approve or deny the request for special activity permit based on the information presented.

**NOTE:** If construction, remodeling, or installation of equipment is to be done which requires a physical inspection by the Commission or local officials, a permit will not be issued until the final investigation is completed. **The licensee or applicant is responsible for requesting any final inspections.**